



Departmental Quarterly Performance Report

Miami Dade County Homeless Trust

**Reporting Period:
FY 2003 - 2004
First Quarter**

| | |
|---------------------------------------|---------------|
| I. Performance Initiatives | Page 2 |
| II. Personnel Status | Page 6 |
| III. Financial Performance | Page 7 |
| IV. Department Director Review | Page 8 |

Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: First Quarter

MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status **Check all that apply**

County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility

Implement various system wide initiatives in order to allow more effective use of existing resources within the Homeless Trust Continuum of Care to include Emergency, Transitional and Permanent Housing. These initiatives as detailed in the Trust's adopted Business Plan include implementing a Case Review Committee (CRC) in order to review and make determinations on specific cases regarding homeless individuals. To implement the Homeless Management Information System (HMIS) allowing for more effective use of resources and better client tracking through out the continuum. To develop a 10 Year Plan To End Homelessness effectively creating a road map for the department to follow with specific goals laid out in order to reach the objective of ending homelessness within 10 years.

Performance Indicators: (HH5-1)

- At the close of the last quarter the department selected and entered into a contract with an Homeless Management Information System (HMIS) system and provider through a competitive procurement process.
- HMIS training was successfully carried out by the vendor on the new system to all Homeless Trust staff members who will be working with the new system, as well as all Homeless trust funded providers and their respective staff.
- During the quarter a chairperson members for the CRC was identified and selected. The roles and responsibilities of the committee were created and adopted. The first meeting of the CRC is scheduled to take place during the second quarter of the fiscal year.

 Strategic Plan
X Business Plan
 Budgeted Priorities
 Customer Service
 ECC Project Workforce Dev.
 Audit Response
 Other _____
 (Describe)

Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: First Quarter

Describe Key Initiatives and Status *Check all that apply*

County Mgr. Priority (Circle One): **People** Service Technology Fiscal Responsibility

Increase access to and utilization of emergency housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted emergency housing providers by the end of the fiscal year to a level less than 1.75%. In addition, a goal of placing 1,587 homeless individuals per quarter has also been established as well as to maintain at least 6,600 contacts per quarter by Homeless Trust fund Outreach teams with homeless individuals.

Performance Indicators: (HH5-1)

- Emergency shelter placements totaled 1,520 of homeless individuals for this quarter.
 - Homeless Trust contracted outreach teams had 9,704 contacts with homeless individuals for this quarter exceeding the established goal of 6,500 contacts per quarter.
- The established goal for this quarter was met as the vacancy rate was 1.0%, exceeding our established goal for the quarter by .75%.

___ Strategic Plan

X Business Plan

___ Budgeted Priorities

___ Customer Service

___ ECC Project

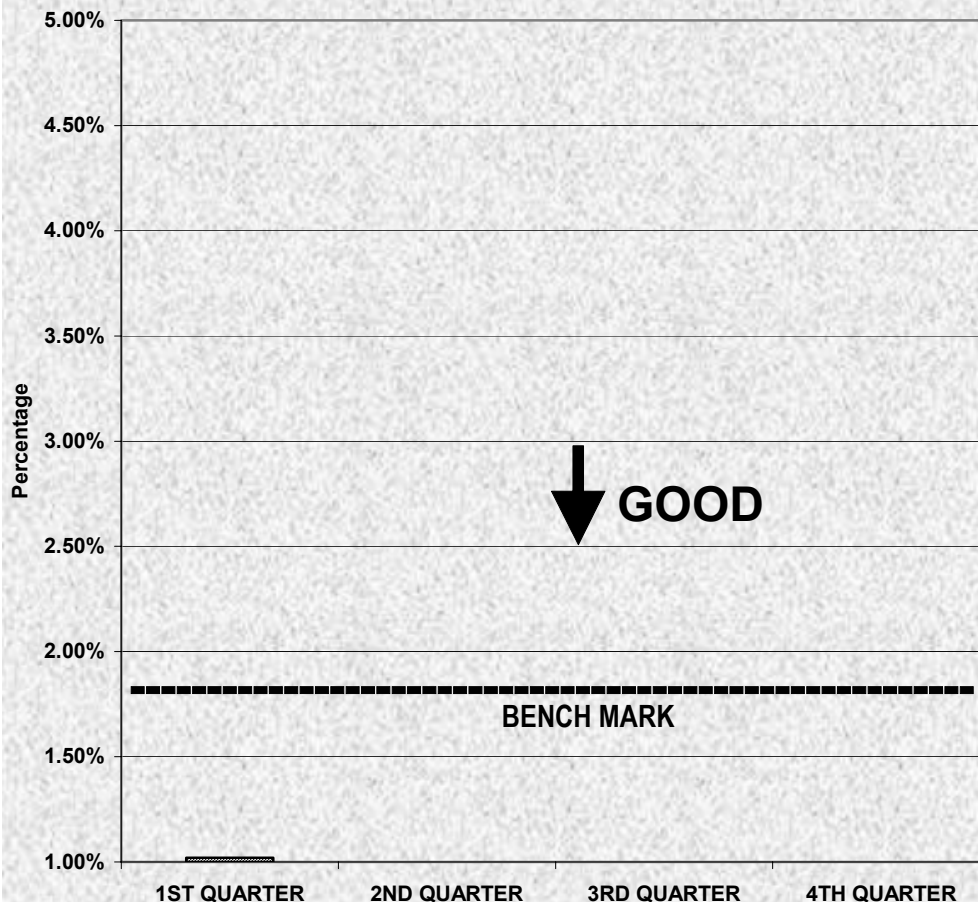
___ Workforce Dev.

___ Audit

Response

Other ___ (Describe)

Emergency Housing Vacancy Rate



Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: First Quarter

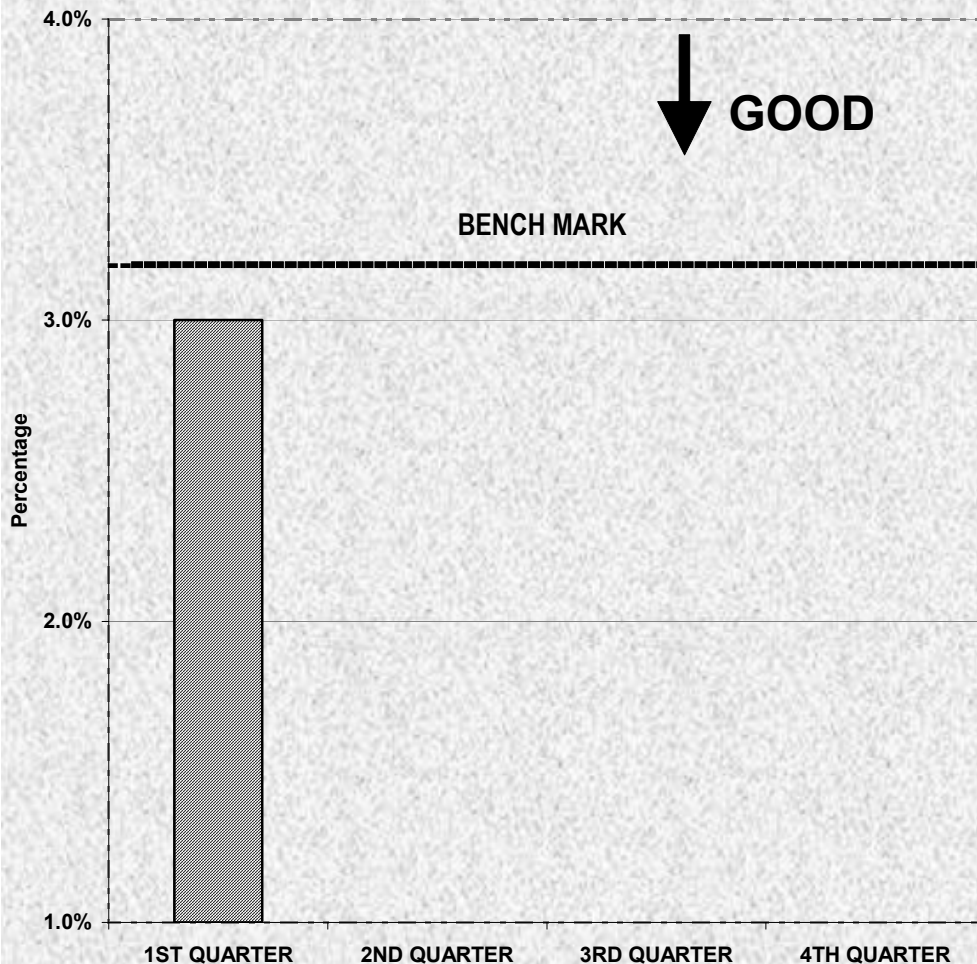
County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility

Increase access to and utilization of transitional housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted transitional housing providers by the end of the fiscal year to a level less than 3.25%. In addition, a goal was also established to place a minimum of 400 homeless individuals into Transitional Housing each quarter.

Performance Indicators: (HH5-1)

- A total of 597 homeless individuals were placed into transitional housing during the First Quarter, thus surpassing our established goal of 410 individuals.
- Two (2) site monitoring visits were conducted and completed during the quarter examining both the programmatic and fiscal compliance of the agencies and their programs.
- The Transitional Housing Vacancy rate for the First Quarter was at 3%.

Transitional Housing Vacancy Rate



— Strategic Plan

X Business Plan

— Budgeted Priorities

— Customer Service

— ECC Project Workforce Dev.

— Audit Response

— Other

(Describe)

Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: First Quarter

County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility

Increase access to and utilization of permanent housing units within the Homeless Continuum of Care. It is our goal to place a minimum of 900 formerly homeless individuals into permanent housing per quarter.

Performance Indicators: (HH5-1)

- Due to a recent U.S. HUD funding award, during the First Quarter 40 new units of permanent housing were added to the existing inventory for homeless individuals exceeding our goal of 20 units for the year.
- Performance for this quarter exceeded the established goal as 951 individuals were placed into permanent housing.

Strategic Plan

X Business Plan

Budgeted

Priorities

Customer

Service

ECC Project

Workforce

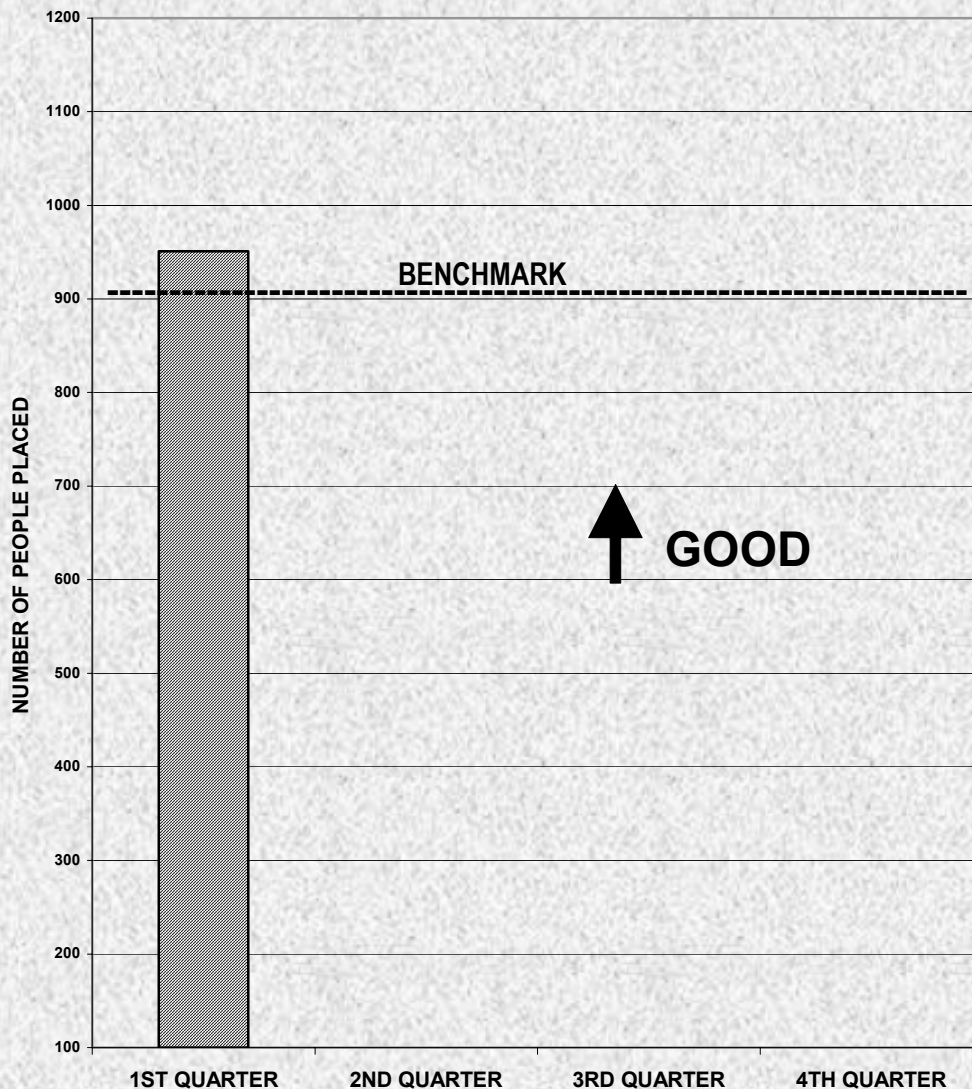
Dev.

Audit

Response

Other _____
(Describe)

Permanent Housing Placements



Departmental Quarterly Performance Report
Department Name: Miami Dade County Homeless Trust
Reporting Period: First Quarter

| | |
|--|--|
| | |
|--|--|

PERSONNEL SUMMARY

A. Filled/Vacancy Report

| NUMBER OF FULL-TIME POSITIONS* | Filled as of September 30 of Prior Year | Current Year Budget | Actual Number of Filled and Vacant positions at the end of each quarter | | | | | | | |
|---|--|---------------------------|--|--------|-----------|--------|-----------|--------|-----------|--------|
| | | | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | |
| | | | Filled | Vacant | Filled | Vacant | Filled | Vacant | Filled | Vacant |
| | 10 | 12 | 12 | 0 | | | | | | |

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies – There were two vacant positions at the beginning of the first quarter however, both were filled before the end of the reporting period. The office is fully staffed with all budgeted positions currently filled.

C. Turnover Issues – No turnover issues to report at this time.

D. Skill/Hiring Issues – No issues to report in this area.

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

The department did have one (1) temporary employee contracted through an employment agency on staff in order to assist in grant related work.

F. Other Issues

Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: First Quarter

FINANCIAL SUMMARY

| | FY 2002-2003 Actual | FY 2003-2004 | | | | | | | |
|----------------------------|------------------------|------------------------|-------------|-------------|--------------|-------------|-------------|--------------------------|---|
| | | Total Annual Budget | Quarter 1 | | Year-To-Date | | | % of Annual Budget | |
| | | | Budget | Actual | Budget | Actual | Variance | | |
| Revenues | | | | | | | | | |
| Food and Beverage | \$8,507,184 | \$8,121,000 | \$2,030,250 | \$1,409,281 | \$2,030,250 | \$1,409,281 | (\$620,969) | 17% | 1 |
| US HUD Grants | \$12,472,774 | \$13,988,000 | \$3,497,000 | \$5,036,575 | \$3,497,000 | \$5,036,575 | \$1,539,575 | 36% | 2 |
| US DOL WTW Grants | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | N/A | |
| State of Florida Grants | \$1,548,633 | \$470,000 | \$117,500 | \$136,627 | \$117,500 | \$136,627 | \$19,127 | 29% | 3 |
| Donations | \$38,002 | \$180,000 | \$180,000 | \$180,000 | \$180,000 | \$180,000 | \$0 | 100% | 4 |
| Interest Earnings | \$39,014 | \$75,000 | \$18,750 | \$5,339 | \$18,750 | \$5,339 | (\$13,411) | 7% | 5 |
| Carryover | \$2,625,294 | \$2,214,000 | \$2,214,000 | 2,504,557 | \$2,214,000 | 2,504,557 | \$290,557 | 113% | 6 |
| Total Revenues | \$25,230,901 | \$25,048,000 | \$8,057,500 | \$9,272,379 | \$8,057,500 | \$9,272,379 | \$1,214,879 | 37% | |
| Expenditures | | | | | | | | | |
| Salaries & Fringes | \$730,287 | \$866,000 | \$216,500 | \$185,447 | \$216,500 | \$185,447 | (\$31,053) | 21% | 7 |
| Other Operating Expenses | \$21,992,750 | \$23,927,000 | \$5,981,750 | \$5,729,900 | \$5,981,750 | \$5,729,900 | (\$251,850) | 24% | 8 |
| Capital | \$3,307 | \$255,000 | \$63,750 | - | \$63,750 | - | (\$63,750) | 0% | 9 |
| Total Expenditures | \$22,726,344 | \$25,048,000 | \$6,262,000 | \$5,915,347 | \$6,262,000 | \$5,915,347 | (\$346,653) | 24% | |
| Revenues Less Expenditures | \$2,504,557 | \$0 | | \$3,357,032 | | \$3,357,032 | \$1,561,532 | | |

1) Food and Beverage tax proceeds were lower than budgeted for the First Quarter as revenues are posted one month in arrears.

2) U.S. HUD revenues were higher than budgeted for the quarter due to increased reimbursements processed by MDHT and collection of prior year expenditures.

3) State Grant revenues were higher than budgeted for the quarter due to increased reimbursements.

4) Donation received in a lump sum amount during the First Quarter.

5) Interest earnings were lower than budgeted due to marginal interest rates.

6) Carryover was higher than budgeted as the Homeless Trust ended the previous fiscal year with a greater fund balance than projected, primarily due to the growth of the F&B Tax During FY 02-03.

7) Salaries and Fringes were lower than budgeted during the First Quarter due to departmental attrition.

8) Other operating expenses were lower than budgeted due to unexpended carryover revenue.

9) Computer equipment and passengar vans for private sector partner were not purchased during the First Quarter as originally budgeted. Equipment will be purchased during the Second and Third Quarters of the fiscal year.

Equity in pooled cash (for proprietary funds only)

| Fund/Sub-Fund | FY 2003-2004 Actual Fund Balance | Projected at Year-End as of | | | |
|----------------|--|-----------------------------|------------|------------|------------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| 150/155 | \$2,504,557 | \$940,300 | | | |
| Total | \$2,504,557 | \$940,300 | \$0 | \$0 | \$0 |

Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: First Quarter

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

STATEMENT OF PROJECTION AND OUTLOOK

The Miami Dade County Homeless Trust will require a mid year supplemental budget amendment for the current fiscal year in order to allow budget authority for grants which were not budgeted but will be coming on line during the year. With this amendment, the Homeless Trust projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses at the end of the fiscal year for an approximate year end carryover of \$940,300. This projected carryover will be budgeted in FY 04-05 in order to help fund transitional housing primary care beds.

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

This projection assumes a continued growth of the Food & Beverage Tax for a projected year end collection of approximately \$8,121,000. It is also assumed that no major un-budgeted repairs will be required at the Community Partnership For The Homeless (The Homeless Trust Private Sector Partner), Homeless Assistance Centers which the Trust would have to fund at a level of 60%.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date: _____